USDA

FMMI

ID	Course	Process Area	Question	Response
1	FMMI 421 General Ledger Process	*General Ledger*	Do you know if there is a change (in progress) to the FMMI system to allow data to be stored? If it is an entry done monthly? Example : Repeating journal entries.	For repeating journal entries, FMMI users can enter FI recurring entries, similar to what is done in FFIS. The Recurring Entry Processor role is the end-user role with the ability to create recurring entries. The recurring entries can be set up in a monthly, quarterly and/or annually.
2	FMMI 421 General Ledger Process	*General Ledger*	User has to go through each module to find parked documents. Is there a report that stores all parked documents?	Each process module retains its own parked documents.
3	FMMI 421 General Ledger Process	*General Ledger*	Since we do not have the work flow turn on in the system, is there a feature that will alert a user when there are parked documents waiting to be approved?	There are reports that the GL Approver can run, but it is incumbent on a GL Processor to alert their Approver(s) when a document is ready to be approved. Note: A report may be executed to retrieve Parked documents which are within the same module.
4	FMMI 421 General Ledger Process	*General Ledger*	Is there a list with trading partners in the system?	The most current Trading Partners list is obtained from 'drop-down' lists and not a snapshot in time. Whenever you are in an invoice line and you get to the Trading Partner field, that field (like many other table-driven fields), has a drop down feature to allow to view/search for valid values.
5	FMMI 421 General Ledger Process	*General Ledger*	Is there a list of legacy reports in the old system with the new name in new system?	Reports in FFIS were typically run against the FDW, while there were some queries that were run against FFIS itself. But the FFIS standard reports were typically not used. There is no formal documentation which captures the FFIS equivalent to crosswalk to FMMI ECC standard reports.
6	FMMI 421 General Ledger Process	*General Ledger*	When an accrual is entered, FMMI gives one document number and then when the document is posted, a new document number is generated. Why is that? It is too hard to reconcile.	For each transaction in FMMI, a new document number will be generated by the system . This is for record keeping and audit purposes.
7	FMMI 421 General Ledger Process	*General Ledger*	This message was in the training simulation today. And, it appeared in the GL Module when doing year end accruals last year. Although, it was just a warning, what does it mean? Message: Financial transaction other than "30" for "Delivered"/"Paid" posting.	When entering Judgment Revenue/ Pension Expense Accruals (YE-JP), FMMI displays the following warning message, "Financial Transaction other than 30 for delivered/paid posting." This warning message displays because this transaction will not have a budgetary impact. For more information, please refer to the following website: http://cod.nfc.usda.gov/publications/Resources/FMMI_Create_Accruals.pdf
8	FMMI 421 General Ledger Process	*General Ledger*	What is the "permanent accruals" procedure in FMM?	The FMMI team is working with the Deployment 3 Agencies (e.g., NRCS) to evaluate the available document types and processes for the various types of agreements and contracts. Alternatives are being evaluated with a goal to have uniform processes to record the quarterly assessment of delivered orders. It should closely resemble the current Agency's process. Please note specific guidance will be provided by the Agency FMMI Implementation and FMMI project team.
9	FMMI 431 Funds Management Process	*Funds Management/ Purchasing*	How will manual payments be made (Currently done in FFIS via PV documents referencing MO documents) during the transition from data verification and the date the States will go live to function in FMMI?	Manual payments will continue to be processed as they are now in FMMI. Specific information pertaining to the timeframe for the data conversion should be directed back to the Agency FMMI Implementation team for more specific details.
10	FMMI 421 General Ledger Process	*General Ledger*	How are contracts tracked in FMMI? Will WBS codes be required for each contract?	For sales orders, there will be a WBS element required. If it's a vendor agreement , Purchase Order or Funds Commitment document will be used. FMMI does not require a WBS element; however, Deployment 3 Agencies (e.g., NRCS) has chosen to use WBS elements for all financial posting.

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11	FMMI 421 General Ledger Process	*General Ledger*	How will the PR process be handled?	The Purchase Requisition Process for NRCS will continue to be processed in IAS for the majority of PR's. IAS will interface PR documents to FMMI in "near real time" creating FMMI PR documents. FMMI PR documents originated in IAS can be accessed using the IAS document number or FMMI document number using the IAS Interface Reports (PR) link or the Display Purchase Requisition (Purchasing Evaluator) link, respectively. PR's may also be entered directly (manually) into FMMI. The process for manually entering PR's into FMMI is covered in the FMMI 451 Instructor Led Training ILT Course. For additional information on the FMMI 451, once Users have access to FMMI, they can refer to the class materials such as the Participant Guides provided during the FMMI 451 class.
12	FMMI 421 General Ledger Process	*General Ledger*	Does anyone remember how the MO is tied back?	We tie back to IPAC and Reimbursable agreements. If it is IPAC, the item detail is pulled in from the obligation. If it is a Reimbursable MO, it is connected to the accounting codes.
13	FMMI 421 General Ledger Process	*General Ledger*	How will PVND be handled?	The PVND process has been modified, in FMMI the transaction related to PVND are under the Vendor and Customer Master Data Requestor role. During the NRCS 400 Level training delivery, the NRCS Users received the PVND Information via the PVND WebEx. For additional information on PVND, please refer to the COD Website (Link: http://cod.nfc.usda.gov/FMMI_Processing/VendorCustMaint.html)
14	FMMI 451 Purchasing Process	*Purchasing*	NRCS would like to know the future of systems such as Protracts, Root and Idea.	Protracts will continue to be used. Root and Idea system will not be continued in FMMI as NRCS will be using the FMMI BI Solution.
15	FMMI 451 Purchasing Process	*Purchasing*	Will state information be entered in "group" field?	The State information is already reflected in the Master Data elements of the Agency.
16	FMMI 451 Purchasing Process	*Purchasing*	NRCS will need to have referral accruals set up. When established, they should not be defined for a long time period.	FMMI accruals are non referencing, however; NRCS's approach is for any accrual that needs to reference an obligation, users will be required to put in a goods receipt against the obligation "FMMI Purchase Order (PO)" and manually back out the goods receipt at the appropriate time.
17	FMMI 451 Purchasing Process	*Purchasing*	Procedures are needed for the Permanent Accruals where by the RC is utilized.	The NRCS FMMI Implementation team will provide guidance to NRCS Users on the process after Go-Live.
18	FMMI 451 Purchasing Process	*Purchasing*	NRCS has asked in pre-conversion meetings if they will be using the purchase requisition process. A response was never received.	Purchase Requisitions will be available to the agency to use, they will be there for any IAS contracts.
19	FMMI 451 Purchasing Process	*Purchasing*	Who in COD is processing accrual reversals?	Production Control at COD provides assistance with the accruals. The Agencies should be the only ones who should create and reverse their own accruals.
20	FMMI 451 Purchasing Process	*Purchasing*	Will work flow be available? If so when?	Agencies will be responsible for developing a manual notification process.
21	FMMI 452 Invoice Processing	*Accounts Payable*	How are advances returned and documented?	In FMMI there are several ways to process advance, this is based on the transaction a user needs to perform in the system. In addition, on the AR side, currently Sales Orders are the only way to create an advance in FMMI – and a Sales Order, once saved, will automatically create the down payment request. Then, the Cash Collections Processor role will apply the collection against a down payment request by selecting the "Post a Down Payment from Customer" task. The user will enter the collection information and then select from the down payment request to be cleared from the "Requests" list. If user has the Accounts Payable - Invoice processor role, then user will be able to enter the down payment requests and other payment related requests. If a discrepancy exists, the vendor invoice will be blocked for payment until the Invoice Processor resolves the discrepancy.

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22	FMMI 452 Invoice Processing	*Accounts Payable*	NRCS wants to know if the "plant" field can be used they need to have the ability to ID states.	The Plant Field cannot be used, its an Agency identifier which is NR00 (security master level which represents at the NRCS Agency level). Now States are designated in all the master data WBS elements such as: cost center, funds center and functional area.
23	FMMI 452 Invoice Processing	*Accounts Payable*	Is the Material Group number the BOC?	In the Material Data Tab of the line item detail portion of the PO document (Bottom section of the PO Document), the material group field denotes material group, which is also the BOC (Budget Object Class). The material Group field shows that.
24	FMMI 452 Invoice Processing	*Accounts Payable*	Create PO with reference field, will the adopt button pull in data? Also will the line item details be pulled in from the obligation, or when referencing the requisition is the information automatically populated?	Using create with reference will adopt (some not all) standard fields in header and item level of PO being referenced into new PO.
25	FMMI 452 Invoice Processing	*Accounts Payable*	NRCS needs to know what to do with recurring PO's prior to conversion?	The FMMI Conversion Project Team will most likely assist NRCS with this task as part of the FMMI implementation during pre-conversion.
26	FMMI 452 Invoice Processing	*Accounts Payable*	NRCS wants to know if they will be using major class or if they will need to break down to sub object class.	Use of Major object class is highly discouraged by the Department. Agency users should be using the four digit BOC.
27	FMMI 452 Invoice Processing	*Accounts Payable*	Will NRCS be able to view documents agency wide or will there be restrictions?	NRCS viewing capability is agency wide. This is applicable for the users that have been identified to access Agency wide data. If a user have been identified to view only the agency within their Division (State), then the user will only see the data for his/her division (State).
28	FMMI 452 Invoice Processing	*Accounts Payable*	What is the allotted timeframe to cancel an invoice?	You can cancel an invoice technically up through time of payment of that invoice. Once it has been paid, there's an exception process that certification will make a user follow. Payment runs occur throughout the day, depending on the type of payment: Smartpay and non-disbursing run separately. There are 5 payment runs each day: 2 'normal', 1 Smartpay, and 2 Non-disbursing (ND). There is a process to get the funds back after disbursing, but should be used as a last resort.
29	FMMI 452 Invoice Processing	*Accounts Payable*	Does a job aid exist to pay multiple vendors?	There is an Online Help Procedure available in FMMI Online Help for paying multiple vendor in the Accounts Payable-Payment Reports-Create and Edit Payment Proposals. This function allows you to select multiple vendors to paid. Please note: The FMMI OLHPs / Job Aids available via the FMMI Online Help site (Production) a user must have the account activated in order to retrieve / view the training / reference documents.
30	FMMI 452 Invoice Processing	*Accounts Payable*	Do you have procedures on re-obligating funds?	When a purchase order or a purchase requisition is closed, any remaining funds are automatically re-obligated back to the appropriate funds by FMMI. This is not a manual process.
31	FMMI 452 Invoice Processing	*Accounts Payable*	Is there a DXRF equivalent in FMMI?	The DXRF table in FMMI allows the user to enter a obligation document number and see it and any subsequent activity that references the obligation. There is a report available in FMMI the Document Chain Report that would work well. The user needs the Accounts Payable Reporter role to access the report.
32	FMMI 443 Debt Management Process	*Debt Management*	In AR; Debt Management Process; Manage Dunning; Generate Debt Notification Letter, are the Identification field valid entries the same for all of USDA or just NRCS?	It is the same for all Agencies using FMMI expect a few Agencies that identified it for their internal Agency debt management process. NRCS follows the majority of the other agencies that are in FMMI.
33	FMMI 443 Debt Management Process	*Debt Management*	NRCS has 700-800 AR invoices over 30 days late. Will these require re-entry in FMMI since IBIL will no longer be used? What is the possibility of batch entry?	They will be posted into FMMI through the FMMI Implementation project activities as part of the Conversion process.

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34	FMMI 443 Debt Management Process	*Debt Management*	Which debt management processes will be handled by COD/DMC? What debt management processes will be handled by NRCS? (i.e., calculate and post interest, penalty and admin costs; Dunning process; generate debt notification letter; referring debt to Treasury) ABCO/Claims of NFC now handles these tasks for FFIS agencies (NRCS).	With previous deployments, the standard has been that COD/DMC performs all debt management processes previously handled by ABCO/Claims. The Agency FMMI Implementation team will provide the specific guidelines once details have been confirmed with COD/DMC.
35	FMMI 443 Debt Management Process	*Debt Management Process*	What is the Department policy on write-offs?	a) An agency must write off a debt or claim when the agency has taken all appropriate actions required by 4 CFR Parts 101-105 and OMB Circular A-129, and determines that the debt or claim is uncollectible. b) Appropriate documentation must be maintained to support the write off of any debt or claim. c) If there is a reasonable expectation that an uncollectible debt or claim may become collectible in the future, that debt may be written off, but must be maintained in the administrative records of the agency to pursue the future collection activity. These debts or claims should not be closed out. d) Debts or claims with a principal amount in excess of $2,000, that are being considered for write off, may be submitted to the Office of the General Counsel for advice. e) Debts or claims may be written off without being closed out. An uncollectible claim may be written off and closed out simultaneously by reporting the debt or claim to the Internal Revenue Service for inclusion in the debtor's taxable income. For additional information, please refer to the following website: http://www.ocio.usda.gov/directives/doc/DR2130-006.htm
36	FMMI 442 Billing & Collections	*Accounts Receivable*	If an agency receives an advance to perform work, and after the work is performed, they realize the work estimate was high and not all the advance was needed, how does the agency refund the balance?	Refunds to Customers are processed via the Credit Memo Sub-Process. The Invoice Processor allows a user to create a credit memo. If a payment needs to be made to the vendor for refund purposes, then the Debt Write Off Processor role will be used to transfer the credit memo to a payable. The Debt Write Off Processor role is able to process the refund and do debt write offs. The transactions used to perform these two activities are the same (in FMMI code is FB05). Currently the function of the Debt Write Off Processor role is to do both Debt Write Off and Process Refund, so if a user has this role he/she will be able to do both transaction. These transactions can't be separated. For more information of the Credit Memo Sub-process, please refer to FMMI 442 ILT Course (Participant Guide) under Module 5. Please note: User will be able to access the PGs and other training materials via the FMMI Online Help Production site.
37	FMMI 403-404 BI Payroll and Non-Payroll Reporting	*BI Non-Payroll Reporting*	Are ARRS cooperative agreements from ARRS reflected in originating source document numbers in the Spending Detail Report?	These would convert like any other documents in FFIS and the FFIS document number is in a text field. That field is not in the canned FMMI BI Spending Detail Report as a variable or free characteristic.
38	FMMI 403-404 BI Payroll and Non-Payroll Reporting	*BI Non-Payroll Reporting*	How are BI report variants saved into the Bex portfolio?	Users with Business Intelligence (BI) roles (e.g., Funds Management BI Reporter role) will be able to run BI report and also able to click on the "save as" button. Upon clicking the "save as" button, a user is then able to select the location he/she would like to save the variants under.
39	FMMI 403-404 BI Payroll and Non-Payroll Reporting	*BI Non-Payroll Reporting*	How would an OCFO user differentiate between core (green book and WCF) reimbursable activities from agency-specific reimbursable activates on the Reimbursable Activity Report in AR BI reports if both activities utilize the same WBS element?	If the postings are on the same WBS, one would use a different master data element to differentiate these postings; for example, WCF activity may post to a different fund from other postings. However, if there is nothing unique about the accounting strings, then one may not have a way of differentiating the data. One could consider strategies to address this, like spending to different, lower-level WBS, then billing at the next higher level, for example.

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40	FMMI 452 Invoice Processing	*Accounts Payable*	Does a good receipt show up in the information when an FI invoice is created?	Goods Receipts is related to Purchase Orders and the invoice related to PO's. Goods Receipts is a "LIV" invoice and not an FI invoice.
41	FMMI 452 Invoice Processing	*Accounts Payable*	When creating a Framework PO with an Installment Plan, ex- one Framework PO is created to cover the entire fiscal year for monthly rent payments from a customer; do you need to enter a line item for each month of the year in the body of the PO, or can I do one line item to cover the entire year- and how does FMMI know what date to bill the customer out for this item?	In the question's example, one PO line item is needed to cover the entire year's payments. The Framework Order function then prompts the user to enter in the parameters of the periodic payments. For example, "Start Date" and "End Date", the day the invoice/payment is to be made, etc. A user does not need to enter each month's payment.
42	FMMI 452 Invoice Processing	*Accounts Payable*	If I select an transaction to put under the 'My Favorites' section? How do I delete it, if I want to do that?	Go to Favorites – 1st Icon to the right of Favorites bar (looks like a page with writing on it) Right Click and choose MANAGE FAVORITES – opens the favorites box Right Click on the Icon to the right of the favorite name (looks like a page with writing on it) Choose DELETE option. (FYI: Users can Delete, Move and Rename from that icon too.)
43	FMMI 452 Invoice Processing	*Accounts Payable*	Does one need to put in a "final" line item in the PO to close it out, if the PO total is less than the amount of money on the original obligation? Also, when a PO is "closed out" and there are funds still available on that PO- is the money de-obligated? If so, are the funds returned back to " 4610" or another account?	A line item on a PO can be closed out by either: 1) checking the Final Invoice box in the Invoice tab of the PO, or 2) when entering the LIV invoice line item, clicking the "Additional Data" column and marking the invoice as Final, or 3) deleting the PO line item ('trash can icon') which will return any undelivered amount to budget, or 4) Lastly, if the PO line has a Goods Receipt requirement, the processor can check the "Delivery Complete" box in the Delivery tab. With all of these, any undelivered amounts will return to budget.
44	FMMI 405 BI Ad Hoc Queries	*BI Ad Hoc Queries*	How will Ad Hoc BI users save queries in the BEX portfolio for use by non-Ad Hoc BI state users?	Only users that have BI Ad-Hoc type of roles (e.g., BI Power User role) will have access to BI Ad-Hoc variants saved in the BEX portfolio.
45	FMMI 442 Billings and Collections	*Accounts Receivable*	What revenue source code (RSC) will NRCS be using to record refunds? Question was asked while attempting to create an AR invoice.	Refunds don't require a RSC, they require a BOC and are done through Purchasing Module in FMMI, not Accounts Receivable (AR).
46	FMMI 442 Billings and Collections	*Accounts Receivable*	On page 71 of training manual, "Reset and Reverse Posted Payment", it states, "resetting and reversing a posted payment does not increase or decrease the amount of the receivable or the customer's account balance." Is this a typo? It seems that if an amount was entered and posted, then reversed, something had to increase or decrease.	When a collection is reset and reversed, the customer balance is the same as it would have been if the collections was not received.
47	FMMI 421 General Ledger Process	*General Ledger*	What is the workflow notification process being used to alert the G/L Approver that a G/L document was processed and needs attention? Is there a system generated email sent to the approver?	Email notification is a function of SAP, however, this functionality is not being used by USDA at this time.
48	FMMI 403 FMMI BI Non-Payroll Reporting	*Cost Management*	On page 144 of the Participant Guide; what is meant by Funded Program CP 1 – 6 and Funder Program LV 1 – 4?	"Funded Program LV 1-4" means Level 1 thru Level 4 (that is, all levels) of a project's funded programs. The "Funded Program CP 1-6" is a reference to the six portions, or "Control Points" of a FMMI WBS (and its funded program), each part of a WBS before, between, or after, a period in the structure.
49	FMMI 451 Purchasing Process	*Accounts Payable*	NRCS is being implemented into FMMI. Under what pretences should they manually enter Purchase Requisitions and/or Purchase Orders. Should most of their Requisitions and Orders come through the interface	In speaking from the IAS side, users should be entering their purchase requisitions and purchase orders into IAS. These will then interface to FFIS/FMMI. For the NRCS conversion, any open requisitions or awards will be converted from FFIS to FMMI.

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50	FMMI 431 Funds Management Process	*Funds Management*	In FFIS users can enter an "F" final flag on the payment which tells the system that this is the last payment and reduce the entire obligation. In FMMI is there such a feature, or do the users have to issue the final payment, and then manually go in and reduce the obligation to $0?	A line item on a PO can be closed out by either: 1) checking the Final Invoice box in the Invoice tab of the PO, or 2) when entering the LIV invoice line item, clicking the "Additional Data" column and marking the invoice as Final, or 3) deleting the PO line item ('trash can icon') which will return any undelivered amount to budget, or 4) Lastly, if the PO line has a Goods Receipt requirement, the processor can check the "Delivery Complete" box in the Delivery tab. With all of these, any undelivered amounts will return to budget.
51	FMMI 441 Sales Order Processing	*Accounts Receivable*	What is the difference between the Customer Master Data File and the Vendor Master Data file ? How can be they linked together in the record?	In the vendor master file, there is a field that must be entered with the customer number. This will link the customer master data file to the vendor master data file. In the customer master data file, there is a field that must reference the vendor number, which will them link the customer master data file to the vendor master data file.
52	FMMI 441 Sales Order Processing	*Accounts Receivable*	When you first set up a billing, will "comments" from the Customer and/or Vendor Master Data File be shown on the billing documents?	If comments are requested, the "text" option in the customer master data file must filled out and the "accounting text" must be selected for any comments to show on the billing documents.
53	FMMI 441 Sales Order Processing	*Accounts Receivable*	Master Data for a Sales Order Customer – Will the Master Data Set-up allow sales order billing payment terms to be quarterly; they are being told only monthly. How and where are the payment terms stored in the master file? Example: Corp of Engineers Billing	It is something that is set up on the Customer Master Data File. Resource Related Billing will need to be run quarterly for those customers who will need to be billed quarterly.
54	FMMI 442 Billings and Collections	*Accounts Receivable*	Going through the FMMI Billing and Collection process, the participants are trying to figure out when they will have to create the Sales Order? Please breakdown what we do now for NRCS with IPAC and Accounts Receivable (lock box)? What will be required in FMMI? Can we get a translation over from FFIS current process to FMMI process?	The NRCS Implementation team will provide additional guidance to the user community on the IPAC process and what changes (if any) will be once NRCS is in FMMI. COD / Department is currently reviewing and will provide the necessary reference documentation to the Agency (as appropriate).
55	FMMI 452 Invoice Processing	*Accounts Payable*	Accounts Payable/Invoice Approver/Manage Invoice-FI/Reverse Invoice/Specification for Reverse Posting/Reversal Reason: What are Codes 03 and 04 used for?	Codes 03 and 04 are not currently been utilized. However, the code may be there for a special situation that may occur. APB has not used Code 03. Please note, as outlined in the Online Help Procedure, 'Reverse FI Invoice OLHP' available via the FMMI Online Help Production site indicates that reason 3-5 should not be used.
56	FMMI 452 Invoice Processing	*Accounts Payable*	Accounts Payable/Invoice Approver/Manage Invoice-LIV/Block Invoice, payment block dropdown located on Payment tab: What is the difference between "Blocked for payment" and "Locked for payment" on the Payment tab?	Locked would mean that it is currently involved a payment run or in current process of being paid, therefore wouldn't want to pick it up again for payment. Blocked means that it will not be picked up due to Invoice or Vendor Level "Blocked" restrictions. Vendors can be blocked, and in turn all their invoices would be blocked. Or at the invoice level you can have blocked invoices for many reasons – 1) waiting on Goods Receipts (GR), 2) manually blocked, 3) Quantity exceeded on PO (not typical).
57	FMMI 441 Sales Order Processing	*Sales Order*	In NRCS Training, question can Sales Order Contract Start and End Dates be back-dated?	They can be back dated. Users will see a warning message but can enter through it. These dates, for system purposes, are primarily used with the year-end sales order close program. The end date is what the system reads (based on selection criteria) to determine which sales orders to close. For NRCS, the contract dates are meaningful and determine the true period of performance for the agreement.

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58	FMMI 421 General Ledger Process	*General Ledger*	Will the 'General Ledger Administrator" Role be at the state level?	NRCS States will have a limited general ledger role in FMMI to process YE's and B2's. The General Ledger Administrator is a Department Role.
59	FMMI 451 Purchasing Process	*Accounts Payable*	Where or how does the leasing of real property and the monthly rent fit into FMMI? How does the Central Rent Account for paying GSA leases directly to GSA as we currently do, how does that work?	GSA is handled centrally in New Orleans; however, NRCS will be required to handle a lease payment.
60	FMMI 452 Invoice Processing	*Accounts Payable*	In the case of advances made to title companies for easement purchases, how do these advances get liquidated?	Agency can post FI Vendor invoices, referencing the funds commitment document where the advance was established. The posting of the invoice liquidates the advance. Note that there will be a full multi-step easement process that was created for Deployment 3. This overall process will be explained to the NRCS user community as part of the Go-live or shortly thereafter.
61	FMMI 443 Debt Management Process	*Debt Management Process*	If a payment is received by a state office is there a form they need to fill out and send with the check to the lockbox? With 200 as the only revenue source code, how does COD know whether to enter it as a refund or payment?	This is an Agency Specific questions. Please note: Deployment 3 - NRCS Users please note your Agency FMMI Implementation team will provide additional guidance.
62	FMMI 402 Financial Management Reporting (ECC)	*Purchasing*	When a purchase is approved in us bank does it post directly to FMMI or do we need to enter a requisition and match it?	It will post directly to FMMI.
63	FMMI 402 Financial Management Reporting (ECC)	*Accounts Payable*	After a ProTracts program payment is approved it creates a PG document in FFIS so the payment can be certified in SUSF and deposited in the participant's bank account. Will any certification of program payments happen in FMMI? If not what is process that will be used for program participants to get paid after approving in ProTracts?	A national bulletin is being issued on the revised payment process. Payments issued in FFIS, will need to be viewed in FFIS or Brio. This is an Agency Specific questions. Please note: Deployment 3 - NRCS Users please note your Agency FMMI Implementation team will provide additional guidance.
64	FMMI 402 Financial Management Reporting (ECC)	*Business Intelligence*	What sections in FMMI can you review program payment histories? Currently we can use the BRIO Report and FFIS tables such as VXRF, PVHT, & OBLL.	For payments issued in FMMI there are comparable reports to the VXRF, PVHT & OBLL that show payment history, like the document chain report. There are also reports available in BI that are/will be comparable to Brio. This is an Agency Specific questions. Please note: Deployment 3 - NRCS Users please note your Agency FMMI Implementation team will provide additional guidance.
65	FMMI 401 Display Function	*Accounts Payable*	Can a FMMI Invoice number be found by searching for the Vendor?	Within the Accounts Payable Reporter role - report: List of Vendor Line Item Report: 1. Enter the vendor number or a range of Vendor numbers OR 2. Look for "all documents", or "open documents", or "cleared documents" OR 3. Search for a "Range of dates" Note: If you search on "all documents", it will give all documents for the range of dates specified. Once the information is provided, it will show the Invoice Number. If it show "TI" that means that it is "in Transit to Treasury" (another words, it's paid).
66	FMMI 401 Display Function	*Accounts Payable*	How do I identify FFIS vendors within the FMMI system?	Below is a hyperlink that will take you to that information. In the event that you can not access the link, you can obtain this information via the COD Home Page. It is located on the NFC Home Page (http://nfcnet/) to the right – under Related Websites. Select COD Home. Once you are in the COD Home Page, to the right of the page, look for FMMI Processing and select: Vendor/Customer Maintenance. That is the information contained in the below hyperlink. http://cod.nfc.usda.gov/FMMI_Processing/Vendor%20Master%20Search%201010.pdf

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67	FMMI 452 Invoice Processing	*Accounts Payable*	Is there a way to create a recurring Invoice that references a Standard PO after the PO Converts into FMMI?	FMMI recommends to use FO (Framework Purchase order) , if you want to create recurring Invoices because an extended "validity period" and a "reason for cancellation" are defined in the header of this type of purchase order. Users can also set up Recurring Invoices in Standard Purchase Order using Invoicing Plans by maintaining the date determination rules accordingly in Customizing ,since there is no predefined validity period that can be adopted in the invoicing plan.
68	FMMI 402 Financial Management Reporting (ECC)	*Accounts Payable*	In the IAS system, is there a report that shows a vendor has been paid when a purchase is made from the vendor?	Under Business Activity, if you click on Accounts Payable report there is a listing of reports to choose from. One report may be more suitable to your needs than others depending on the information you seek. Generically speaking though, the Document Chain Report shows documents that have cleared.
69	FMMI 452 Invoice Processing	*Creating Advance*	How are WRP Advances going to be liquidated in FMMI?	WRP agreements will be recorded as funds commitments in FMMI. Because of the advance probability they cannot be posted as a PO type document. A down payment request is processed referencing the fund commitment to advance the easement purchase. Once the easement closes an FI invoice is entered for the advance and any other closing related expenses invoiced from the closing agent referencing the fund commitment. This will liquidate the advance and any extra is paid out.
70	FMMI 431 Funds Management Process	*Budget Execution and Distribution*	How will users be able to locate an existing obligation that was entered prior to conversion. Is there a document reference? Crosswalk? How are they converted into FMMI.	For non-intra USDA obligations, the FFIS document number for converted orders (obligations) is stored in the "Your Reference" field of the Purchase Order. Obligations with other USDA entities are set up in FMMI using the INTR process and a cross-reference of the FFIS obligation to the FMMI document is provided. Cross-references for all open obligations will be available.
71	FMMI 401 - Display Functions	*Accounts Payable / Purchasing*	Will FS use billing documents for special permits? AKA what will the billing process be for special permits?	Special Use permits that are currently produced from SUDS will continue to be produced and mailed from SUDS. These permits will be interfaced to FMMI where they will be recorded as receivable documents. The SUDS document number will be stored in the Invoice Reference Text field where it will be searchable. The current plan is to print many other types of bills from FMMI. It will be possible to re-print these SUDS bills in FMMI, but SUDS users in the fields should check with their supervisors closer to FS go live as the candidate billing solution in FMMI is still being finalized.
72	FMMI 401 - Display Functions	*Accounts Payable / Purchasing*	Is there a way in FMMI that a person who is looking at an interfaced document to be able to see the IAS document number?	The 11-character IAS document numbers are stored in the FMMI PO header "communication" tab "Our Reference" field. The FMMI PO document number is a system generated sequence number. The IAS PO number is utilized in FMMI and IAS to match the subsequent transactions. When the goods receipt or invoice receipt posted against the IAS PO are interfaced to FMMI, the IAS document number will be utilized to reference to the FMMI generated number. User can run a report to view the IAS document number. User with access to the AIS Reporter role can run any of the following reports: FMMI Portal: Accounts Payable -->IAS Report ---> IAS Interface Reports: IAS to FMMI Purchase Requisition Document Tracking Report IAS to FMMI Purchase Order Document Tracking Report IAS to FMMI Goods Receipt Document Tracking Report IAS to FMMI Invoice Receipt Document Tracking Report
73	FMMI 401 - Display Functions	*Reporting*	Where will the users go to view IPAC billing information in FMMI?	If the user created the bill in SD user looks up the Sales Order. If user receives the bill the user looks up the Purchase Order (PO).

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74	FMMI 421 - General Ledger Process	*General Ledger / Periodic Processing*	Question was submitted on behalf of a student: Slide 46 in the Participant Guide says Sometimes, a G/L Account Document is posted incorrectly to the General Ledger and must be reversed. If this occurs, a request can be made to reverse that document. – The reversal request is reviewed, validated, and approved outside of FMMI – If the request is deemed necessary and is approved, the G/L Approver reverses the G/L Account Document using the Reverse Document transaction. After it has been successfully reversed, the G/L Approver notifies the requestor that the reversal is complete – If the reversal request is denied, communication is sent back to the original requestor manually What is the process for requesting this approval? Is it documented anywhere?	Since the process is outside of FMMI, this is going to be an agency-specific solution, based on their available communications channels for financial processing matters.
75	FMMI 401 - Display Functions	*Cross-Process*	1. When there is money left over in a Reservation, after a Commitment has been deducted from the Reservation, is there a FMMI (automated) process that will do the quarterly deobligation of remaining monies, or will this continue to be a manual process? 2. Same Q as above but relating to a Commitment. If there is money left, should we assume that additional Invoices will be issued against that commitment, or what? We would not want a Commitment to be "erased" or the monies removed as there may be remaining invoices.	1. Automated closing of Funds Reservations and Purchase Requisitions is at year-end. Nothing quarterly on an automated basis. 2. Open Funds Commitments and Purchase Orders carry forward after year-end.
76	FMMI 401 - Display Functions	*Accounts Payable / Purchasing*	One specific item I would like to see covered is specific method of tracking a payment to determine that it's been made. There is a specific path to allow us to do that now (in FFIS) and it is really important that we have that ability continue.	The FMMI Document Chain report shows that string of documents, so long as the user knows at least one of the document numbers. Using the Vendor Line Items Report, the user can call up a vendor's open and/or cleared invoices and 'click through' the documents created in the payment process. With appropriate user security, they can see the check number/ACH trace number and vendor bank account on the disbursement.
77	FMMI 403 - BI Non-Payroll Reporting	*Reporting*	On the Unliquidated Obligations Detail report the Overall Result amount does not match the Overall Result on the Unliquidated Obligations Summary report. Why? (Client 330) Fiscal Period/Year 001/2010, Business Area FX00	The Unliquidated Obligations Detail report the Overal Result amount should match the Overall Result on the Unliquidated Obligations Summary record. Please make sure the reports were generated based on all of the same criteria and parameters. This will be investigated for the specific example presented in the training.
78	FMMI 401 - Display Functions	*Funds Management*	If PAS is going away, how we will we access the Transaction Register when we have Evaluator access/role?	There will be an agency-specific reporting solution for this. Please refer to the FS Core Implementation Team for updates.
79	FMMI 401 - Display Functions	*Funds Management*	Currently in the FS we can use Workplan to transfer money between Regions through something we call a "BE" document or a Budget Execution document. For example, using Workplan Region 6 could transfer $100,000 to Region 5 and FFIS would then recognize that transfer and move allocations accordingly. In FY2013 will FMMI now be utilized for these type of transactions, perhaps in the FMMI Funds Management area?	Follow the FMMI Budget Distribution Job Aid available in the FMMI online Help page which includes the detailed step by step FMMI FMBB processes to move budget from APPR (Appropriation) level (BE) down to the lower level - APOR (Apportionment), ALLT (Allotment), SALT (Suballotment), ALOC (Allocation) and SALC (Suballocation) accordingly.
80	FMMI 401 - Display Functions	*Cross-Process*	It would be beneficial for AQM folks to have a cross walk from the "commonly used tables" on the FFIS Tips sheet I attached, to where those items (aka Transactions) could be found in FMMI.	While a crosswalk may seem to be possible, the structure of the system underlying FMMI is so profoundly different from FFIS that this is not possible. The FMMI dynamic databases are just not equivalent to the statics tables used in the legacy FFIS application.

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81	FMMI 442 - Billing and Collection Process	*Accounts Receivable*	On the Create Billing request transaction screen, one of the columns (non-editable) is labeled Rejected. What would cause this column to be populated?	When a user runs Resource Related Billing, user can select the Reject option. This is when a user doesn't want to bill the entire amount.
82	FMMI 442 - Billing and Collection Process	*Accounts Receivable*	When printing bills for mailing to customers, does the text field show up anywhere on the invoice?	There is a functional design in the works for FS Printing that will differ from the current printed form in FMMI. The current FMMI form pulls line item text. Please specify which type of bill the user is attempting to process (FI or SD?) for more information. The new form will pull the following text fields: document header, reference, line item, and notes text.
83	FMMI 442 - Billing and Collection Process	*Accounts Receivable*	If a cooperator overpays on a bill, is there a time limit to refund the overpayment to the cooperator?	When a customer overpays, the overage amount will sit on the customer's account. From a technical standpoint, there is no time limit to refund.
84	FMMI 442 - Billing and Collection Process	*Accounts Receivable*	What is the document type for an IPAC collection? For an IPAC chargeback?	Document type IC is for IPAC-Received Confirmations, and Document Type IV is for IPAC-Initiated Confirmations.
85	FMMI 451 - Purchasing Process	*Accounts Payable / Purchasing*	We understand that there will be no converted Framework POs. But we will need to set up new ones when we start work in FMMI. Where can I get the detailed, step-by-step instructions for creating Framework POs?	There will be framework orders (FO) doc type POs where there should be an invoicing plan. Agencies in FMMI will need to manually go add the invoicing plan and make sure the vendor is updated manually. For detailed, step-by-step instructions for creating Framework POs, please refer to the FS Core Implementation Team.
86	FMMI 442 - Billing and Collection Process	*Cross-Process*	How are refunds to customers processed?	There are two On-Line Help Procedures in FMMI Help to address this process: "Process Refund - Advance" and "Process Refund - Overpayment No Advance". You can find these easily in FMMI Help by doing a Search on the word: Refund.
87	FMMI 443 - Debt Management Process	*Accounts Receivable*	How will IPAC collections post if no invoice is referenced or if the invoice was cancelled, or doesn't match?	IPAC transactions that do not successfully match to a FMMI accounting document will post to suspense accounting. The GL Account is 2410000000. The remaining accounting is derived. The COD-ICB team then works to identify the correct FMMI document. When the correct document is identified, the suspense transaction is reversed.
88	FMMI 443 - Debt Management Process	*Accounts Receivable*	Will there be a report showing collection items that did not post to invoices/bills? Is this also available in BI?	There are not any custom reports and/or BI that will show collection items that did not post to invoices/bills. However, there is dashboard report summary that the Lockbox re-processor can use to display records that posted to suspense or rejected. This is a dynamic report generated based on the information on the staging table. This report will be used to generate a list of 'POSTED', 'REPROCESS' and 'FAILED' lockbox transactions in FMMI with corresponding statuses. FMMI users can use the standard FMMI Display GL Document and search by doc types. FMMI users can also use the standard FMMI Display GL Account Line Items to search based on the suspense GL Account Lastly, the standard FMMI Process Lockbox document, in the Lockbox Processor role, will be used for lockbox post-processing in combination with the Cash Collections Processor role for manual post-processing. Note: There are specific Lockbox Reprocessing roles being developed for FS Lockboxes.

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89	FMMI 443 - Debt Management Process	*Accounts Receivable*	The FMMI Deployment 3 Change Discussion Guide lists Refund Processing as a responsibility of the Debt Write-Off Processor, yet the process is not covered in the FMMI 443 training.	The Refund Processing was completed after the FMMI 442 training materials were completed. For the Refund Processing, there are reference training materials available for users to leverage when executing this process. There are two On-Line Help Procedures in FMMI Help to address this process: "Process Refund - Advance" and "Process Refund - Overpayment No Advance". Users with FMMI access, will be able to find the OLHPs in FMMI Help (FMMI Project › 01 - Online Help Procedures, Simulations, and Job Aids by Process Area (e.g., Accounts Receivable) › Accounts Receivable).
90	FMMI 401 - Display Functions	*Accounts Payable / Purchasing*	How do we perform assignment of claims as invoice processors?	Third party assignments are accomplished much as they were in FFIS. It requires the establishment of a new vendor thru PVND. That vendor has the name, address & bank account information of the party to be paid. But what's different is that it bears the Tax ID of the original vendor, and special notation in the Address2 field designating it as an assignment. These vendors are classified in a separate vendor account group (ZTPA) that has its own number range. When an invoice is received from the original vendor, and it is to be redirected to the third party assignee, the invoice Processor enters the assignment vendor as the Payment Vendor in the Payment tab of the vendor. Money goes to the third party, and the 1099 goes to the original vendor. The only major change from FFIS is that the agency will need to monitor the cumulative payment duration & amount, and cut off assignment manually at the appropriate date/amount. There is no system to check the total assigned values.
91	FMMI 442 - Billing and Collection Process	*Accounts Receivable*	If you set up a sales order, and the WBS associated with that sales order is overspent (i.e., payroll posts beyond the total dollar value of the sales order), can you set up a derivation rule with the reimbursable WBS that allows you to allocate those overspent amounts to an appropriated fund and program?	As of today, there is nothing automatic or in place to identify overspending made on WBS elements and then distribution of the overspent costs. FMMI has not been designed to do this. The system does not differentiate overspent amounts or compare these amounts to what was intended to be charged.
92	FMMI 401 - Display Functions	*Interfaces*	1. The TUMS coordinator works with Telephone communications and currently works with NFS. Will there be a TUMS interface to FMMI? 2.Where in FMMI with the FED WIRE interface? 3. Where in FMMI will the Lockbox Process interface? 4. When a customer makes a payment for FS service, how will the FS know that the payment has been received so that the team in the field can begin work?	1. There is a corporate interface for TELE/UTVN. As of today, there will be no changes that will affect TUMS. 2. FED Wire is a payment, used on an exception basis, for outgoing payments. FedWire payments are processed by NFC APB COD via Treasury's SPS (Secure Payment System) and represented in FMMI via non-disbursing invoices / payment clearing documents. APB at COD would be in the best position to address any questions. Please work with your Agency POC and appropiate COD contacts for additional question on this item. 3. FS' Lockbox interface with Citibank is an agency-specific interface. This interface is expected to be ready for the November go-live. Please contact your FS agency Implementation Team for details and current status. 4. Incoming payments will be posted from the lockbox interface (or IPAC if federal) into FMMI once the AR invoice or sales order is set up and the payment is received. Please refer to details in the AR/Debt Management courses, FMMI 441, 442 & 443.

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93	FMMI 401 - Display Functions	*Interfaces*	How do we get TSA generated bills out of FMMI. (FTRS or TSA) Timber Sale Accounting	There is functionality to print from FMMI receivable documents created in external systems. This is done through a new Agency limited role (Receivable Print Processor) which has the Display/Print Invoice/Bill functionality. Receivables include Customer Invoices, Dunning Notices, Sales Orders, Down Payment Requests and Claims Bills For each business process, users should work with their Agency Implementation team to determine the appropriate printing process for that document type.
94	FMMI 401 - Display Functions	*Accounts Payable / Purchasing*	With the Evaluator Role, I have an IAS Purchase Order Number. How do I find the FMMI PO number?	The IAS purchase order number is stored in the Our Reference field in FMMI. A search on that field using the IAS purchase order number will retrieve the appropriate FMMI document.
95	FMMI 401 - Display Functions	*Interfaces*	Will FTRS continue to be used and if so, how will the data appear in FMMI?	Yes, FTRS will still exist after FMMI Go-live. FS is designing the process and any questions / additional information needed should be directed to FS implementation team.
96	FMMI 421 - General Ledger Process	*General Ledger / Periodic Processing*	In the training environment the GL document numbers are 9 digits in length. Aren't they supposed to be 10 digits long in Production?	All GL document are 10 digit. However some start with a '0' in the first posting. Some FMMI screen will automatically hide the first zero.
97	FMMI 401 - Display Functions	*Accounts Payable / Purchasing*	Is there somewhere in Display Vendor Master where you can see if the vendor is active? I know that some vendors can be blocked, say because they are in receivership. I was asked that and do not see on the vendor master anywhere that has a status like "Active" or "Blocked."	When you are displaying a vendor's information, click on the "More" button; then select "US Federal Government" information tab from the dropdown. The last line in the "CCR Keys" section shows the "Current Registration Status" that can show if a commercial vendor is considered Active, Deleted, Expired or Unknown. In addition, whenever you click on the vendor field's "drop down" icon and search for a vendor, the search response returns the 3 vendor block fields and the status - Purch Block, Post Block, Delete Flag
98	FMMI 401 - Display Functions	*Interfaces*	What is happening to Work Plan? It seems to students that Projects are used for the same things that Work Plan is.	Work Plan is another system used by Forest Service. While its use by the agency continues, it is not within the scope of FMMI to determine the relationship of the two applications. FS Financial Systems management will need to make this determination and provide guidance.
99	FMMI 401 - Display Functions	*Accounts Payable / Purchasing*	Where do they go in FMMI to look up payments made to a vendor? If you look in the Vendor Master it has a Payments tab, which looks like where they set up bank and payment information. If you look at the AP Processor, they make payment runs. I just need a simple answer where a FMMI Evaluator user, who is on the phone with a vendor, can quickly look up a payment that was made to that vendor and let the vendor know that the payment should be in their bank account on a specific day or during a specific week.	The AP Evaluator role allow user to display either LIV or FI Invoice (transaction: Display Invoice - LIV, Display Invoice - FI). User with AP Evaluator role can review the invoice to determine if it has been "cleared" by an outgoing payment document. User will be able to double-click on the Vendor Line items and search for a clearing document number / date. If the user has only FMMI evaluator type of role, such as the AP Evaluator, then user will need to work with other Agency users that have access to the Accounts Payable (AP) Reporter role. The AP Reporter role has a transaction, "Vendor Line Item Report". To display invoices that have been cleared (normally through the payment process), the user enters the Vendor's FMMI Master account number and selects the "Cleared Items" radio button. This will bring up all invoices that have been cleared. Date range selection fields are available to enable focus on recent activity. User should look for their invoice...next to it should be a clearing document that is a document type "TI" and begins with "20". Double clicking that document number displays the clearing document. Clicking the "Mountain" icon displays the "Document Overview". Double-clicking the Disbursement in Transit Account (2120000000) will show that the disbursement has been confirmed. If an invoice is not in the cleared items; then it is open. Change the radio button to either Open or All Items. Double click on the Invoice, and inspect the Payment Blocked field to see if the invoice is blocked. the Payment Status Report will reflect the reasons for the invoice block.

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100	FMMI 401 - Display Functions	*Accounts Receivable*	MUTUAL CANCELLATION I have a student who asked where you would perform the continual collection of interest and penalties for a customer with whom you have a Timber Contract. This is occurring in Region 2. In cases where the customer is in receivership. I looked in the Sales Order and found a "reason for rejection" where the sales order is closed but you continue billing. That does not address interest and penalties. Do you know where this activity will occur in FMMI? Thank you for your help,	Each Collection, Penalty and Interest charge is a separate document and document type. All collections made by a customer are reflected on the Customer Record and payments specific to Penalty, Interest and Admin Charges reference the specific document number similar to processing a collection payment for a bill.
101	FMMI 405 - BI Ad Hoc Queries	*Reporting*	For BI Ad-hoc queries, there are multiple OLHPs for creating, running, saving and dealing with results from generated queries. Is there a way to delete a previously-saved query in the FMMI Portal? There is a way to delete an ad-hoc query in SAP-GUI, but none has been identified for Portal use.	At the present time, in FMMI Portal, BI ad-hoc queries cannot be deleted by FMMI end-users with BI ad-hoc roles.